

# RUTHERFORD COUNTY MANAGER

## County Commissioners

**Julius Owens**, *Chairman*

**William Eckler**, *Vice Chairman*

**Susan G. Crowe**

**Eddie Holland**

**Roger Richard**

**Carl Classen**, *County Manager*

**Hazel S. Haynes**, *Clerk to the Board*

**Richard Williams**, *County Attorney*

September 14, 2012

To: County Commissioners

From: Carl Classen, County Manager

## **Weekly Report Items** **Week Ending September 14, 2012**

### **General:**

This is a highlight of items from the previous week. It is not meant to be exhaustive but to inform the Commissioners and Department Heads.

### **Board of Elections:**

This week, the Election staff has issued 217 absentee ballots by mail or email. We have begun packing supplies for the precincts and preparing materials. September is Voter Registration Awareness Month and each year staff visits each High School to register the Students. This week, staff visited Thomas Jefferson, R.S. Central and Chase. Staff processed 149 new registrations, 95 duplicate registrations, 90 changes of information and mailed out 107 cards.

### **Building Inspections:**

Building Inspections issued 35 permits totaling \$11,068 in fees. This includes an additional permit for pre-cast structural work at the Horsehead facility. The total construction value of all work permitted this week was \$3,003,507. Inspectors conducted 135 inspections this week as well. The Fire Inspector continues to work with the Director of Inspections on collection of unpaid fire inspection fees.

### **Clerk to the Board:**

The Clerk attended the regular board meeting on September 10, 2012. The Clerk also attended a meeting with County Manager Carl Classen, County Attorney Richard Williams, Chairman Julius Owens, and Vice-Chair Bill Eckler regarding the Rules of Procedure.

### **Cooperative Extension:**

The County Extension Director continues to assist clients with technical information through phone calls, office, and field visits. The Director met with the State Agriculture Leaders at the Mountain State Fair to talk about grant opportunities for a Livestock Educational Facility. The Family and Consumer Sciences Agent taught a Give Your Heart a Healthy Beat class, taught a money management class, conducted the monthly radio program, conducted a food demonstration at the Farmer's Market, taught a New Choices class, prepared for the upcoming Grillin' & Chillin' and continues work on the preschool outdoor learning project. The Agricultural Agent celebrated the 20<sup>th</sup> Year of the Master Gardner Volunteer Program along with volunteers, Extension Staff, and the Community. The Agent also assisted with the Rutherford County Farmer's Market, and networked with Pinnacle Elementary School and the ASAP Farm-to-School Grant Project. 275 contacts were made. The 4-H Youth Development Agent met with County Council Officers and members and 4-H

volunteers to discuss and plan 4-H County activities for the remainder of 2012. 4-H members are working on community service hours, checking off their goals and accomplishments, and compiling their records for the year.

#### **County Manager:**

The County Manager attended numerous meetings this week. The week began with a meeting with County Attorney Richard Williams, Judy Toney, HR Director, and John Carroll, DSS Director. The weekly transfer station conference call was held, as well as, a meeting with Hazel Haynes and Richard Williams prior to the September Board meeting. Mr. Classen attended the regularly scheduled meeting of the Board of Commissioners. The Manager attended the bid opening on the Horsehead Rail Project, and attended the IPDC Board meeting. A DEHNR meeting was held with Carl Classen, James Kilgo and Rob Taylor. Mr. Classen held several meetings with the County Attorney on public record requests, and he met with GIS staff on sign thefts and sign replacements. Mr. Classen also met with Chris Aycock of the Aycock Group, held a post commissioner's meeting review, and attended a lunch meeting with Matt Blackwell. Mr. Classen reviewed the weekly reports.

#### **Detention Center:**

The past week has been productive for the Detention Center. The facility averaged 217 inmates, 181 males, and 36 females. Processing admitted 88 inmates and released 96. The kitchen staff prepared 4,957 meals for the jail population. Corporal Shell transported 1 commitment and 16 inmates to various locations across the state, for a total of 802 miles traveled. \$93.27 was collected from inmates that owed back taxes to Rutherford County. The Rutherford County Sheriff's Department and Detention Center along with Isothermal Community College sponsored a Detention Officer Certification Course. The course will be 30 days long, and currently has 12 students enrolled.

#### **Economic Development:**

The Executive Director attended the Board of Commissioners meeting on Monday; prepared agenda packages for the upcoming Advisory Board Meeting; coordinated planning efforts with the Project Administrator for the development and implementation of a Business Retention and Expansion Program; continues to work with Forest City on approval of the application package for the Valley Fine Foods CDBG grant; met with the County Manager to discuss planning options for the Daniel Road property; interviewed applicants for Administrative Assistant position; continues to foster and develop relationships to enhance and promote economic development in Rutherford County. The Project Administrator continues work with Valley Fine Foods, IPDC and Town of Forest City on grant applications; working with VFF Human Resource Director on HR suggestions and solutions; continues work with active recruitment and retention projects; continues to develop the new materials for the Business Retention & Expansion Program including updating manufacturing list, contact information and employment count; process departmental invoices for payment; and provided liaison assistance to a number of business partners.

#### **Emergency Services/Emergency Management/Fire Marshal:**

This week **EMS Personnel** responded to 166 calls. The EMS Public Relations Team attended the Relay for Life Event. EMS Administration conducted oral board review assessments with newly credentialed medics and conducted initial orientation for newly promoted administrative personnel. Staff also completed the final reviews and adjustments on new protocols to be submitted to the State. **Emergency Management/Fire Marshal** conducted one fire investigation, attended 9/11 Memorial Service at the Forest City Fire Department, conducted searches for two missing persons, and attended the monthly Board meeting providing information on the Fire Service District Project.

#### **Finance:**

The Finance staff continues to work on the Fiscal Year End closeout reports and preparing for the auditors to come in September. The Director has worked on completing year end reports and finalizing the refinancing. The Director also attended the monthly board meeting and attended a bid opening for the Horsehead Rail Project.

#### **Human Resources:**

Welcome new employees Lori Roach (EMS), Mark Quinn (EMS) Randy Edwards (EMS), Greg Walker (EMS), Sakeeylow Hall (p/t EMS), Amanda Scott (p/t Detention), and Johnnie Wilkerson (Transit). Employees who have left Rutherford County are Jessica Higgins (DSS). The HR Office held meetings to discuss personnel issues and retirements.

The HR Director attended the monthly board meeting, as well as, a Credit Union Advisory Board luncheon. Interviews were conducted for the EDC Clerical position. HR staff arranged the Flu Shot Clinic for October 8<sup>th</sup> from 10:00 am-2:00 pm. The Health Department will be administering the clinic at the County Office Building. Staff also scheduled the annual Open Season for Colonial and Flexible Benefit changes for the week of October 8-12.

#### **Information Technology:**

It has been a busy week in IT once again. Fiber has been run to the Bechtler House, a power outlet installed, and work is progressing on having cameras installed in preparation for the Bechtler Press to arrive just in time for the Documentary Premier and Bechtler Mint Site opening. In addition, cameras have been installed at the Forensic Office.

#### **Library:**

The County Library staff, along with the Finance Office, has started working on the yearly report due to the State Library by the end of the month. The staff is also preparing for a book sale the first week in October.

This week's story hour theme has been "Tadpoles and Toads". The turnout for these pre-school events has been excellent. The Director worked on an interesting historical inquiry. The patron wanted to know if a stage coach ran from Lincolnton to Chimney Rock back in the early 1800's. Several sources in-house and online confirmed this fact.

Beginning the 1<sup>st</sup> week in November we will be featuring, on our website, recipes that feed a crowd. The initial recipe will be a breakfast casserole for the crock pot. If you have a crowd pleaser recipe that you would like to share please send it to [martha.schatz@rutherfordcountync.gov](mailto:martha.schatz@rutherfordcountync.gov)

#### **Planning/Parks and Recreation:**

Maintenance had a busy week completing many service calls. The garage had 13 preventative maintenance service calls, 16 repairs, 3 tire service calls, and 14 state inspections/other repairs. There was one accident reported. Progress continues on Greyrock, the Bechtler Mint Site and the Biggerstaff Property.

#### **Register of Deeds:**

The Register of Deeds office had an active week with 427 transactions collecting \$19,704.75. These are last week's totals as the Director is on vacation this week and will submit this week's totals with next weeks report.

#### **Social Services:**

The Director attended the County Commissioner's Meeting on Monday night; and attended the NC Director's Association committee meetings on Wednesday, as well as, the DSS Director's Meeting on Thursday. Interviews were conducted this week for vacant positions in Child Protective Services and Income Maintenance. NC FAST staff were in the office all week providing on-site support and training to Income Maintenance Staff. The Director and Program Manager met with Sara Thompson, new Prevention Coordinator with ARP (Addition, Recovery, and Prevention) of Asheville, to discuss the needs of the county and how ARP can focus their efforts to meet these needs. Orientation for a new session of MAPP (Model Approach to Positive Parenting) classes was held on Tuesday night. This is a 30 hour pre-service training that must be completed by all foster parent applicants. Classes will meet each Tuesday from 6 pm to 9 pm for nine weeks. The county is in need of local foster homes. Anyone interested in becoming a foster parent is encouraged to contact the agency for information.

#### **Soil and Water:**

Staff and the Board of Supervisors attended the Area 1 Fall Meeting held on Tuesday, September 11<sup>th</sup> in the Davis Arena at the WNC Agricultural Center in Fletcher, NC. The Admin/Education Specialist is planning the 5th Grade Conservation Field Day that will be held on October 2<sup>nd</sup>. The Water Quality Specialist inspected ongoing projects, gave technical information and completed site visits.

#### **S**

#### **Solid Waste:**

The Solid Waste Department served 336 customers this past week, transported 70 loads from the convenience centers, and shipped 40 loads to Lenoir. Staff has been extremely busy working on the transfer station project. Work continues on the

Foothills lease for the land above the Animal Shelter. The Methane to Green project continues to move forward, waiting on Duke Power to start the three phase. The Director and Assistant Director continue working with Chris Roberts on getting truck specs out for a new roll off truck. The Director attended the Commissioner's Meeting with both agenda items being approved. Staff has begun to work with Mike Harmon on the removal of two piles of debris at the future site for the EMS station, and the Director is working on closing out the white goods pad grant from the state. The landfill reported no accidents. The Solid Waste Code Enforcement Officer issued 3 citations for larceny. Two were arrested, with one arrest warranting 6 charges.

#### **Tax:**

**The Appraisal Department** answered 55 phone calls, assisted 3 citizens with the present use program and 9 citizens who came in to the office. Staff printed 123 permits to be worked. Appraisers worked 62 permits and 9 reviews.

**GIS/Mapping/Land Records/Addressing** assisted 61 taxpayers, answered 157 phone calls, issued 1 pre-permit, and reviewed 1 plat. Two projects are currently in progress. Land Records printed 32 newly recorded deeds, transferred 56 deeds and set up 25 new accounts. GIS completed 5 splits, and created 10 new maps. The Addressing Department assigned 3 new addresses, updated 54 addresses, and installed 7 new road signs and maintenance on 1.

**Tax Collections:** For the month of September, the Tax Office collected \$11,271,031.79 or 40.16% of our current year taxes. This is an increase of 3.68% over this same time last year. Alice Barber, David Hall, Cathy Ellenburg, Jessica Garrett and Rheba Ward attended Debt Setoff Educational updates. Bills have been mailed out to current owners of property that have transferred since the original bills were issued.

#### **Tourism:**

TDA in partnership with the Town of Rutherfordton is finalizing plans for the Bechtler Press to be on display at The Bechtler House Museum within the coming weeks. Meetings, developments and work continue on the Bechtler Mint Park as well. Work for the TDA still continues on satellite VIN location designs. TDA's first VIN Info sign will be in place in the Town of Spindale. Eagle Scout Tyler Moore will begin the placement of the sign and the brickwork construction of the base within the next couple of weeks. Plans and details are being finalized for the TDA's first Alliance Conference scheduled for Tuesday, November 8<sup>th</sup>. TDA is making plans for winter renovations of the Visitor Center in Lake Lure. Also, Executive Director, Michelle Whitaker will be attending the State's mid-year Marketing Meeting.

#### **Transit:**

Two weeks ago, Transit drove 7,075 miles, transported 832 passengers and collected \$10,732.23 in revenue. This week Transit drove 9,027 miles, transported 1,840 passengers and collected \$12,421.29 in revenue. There were no safety violations. Transit helped provide shuttle service for Relay for Life on Friday, September 7<sup>th</sup>. The Annual statistics report was completed for NCDOT for the Fiscal Year 2011-12.

#### **Veterans Office:**

The staff made 184 veteran contacts this week. They also had 103 telephone interviews, with 46 mailouts for veterans to complete documents and requests for service. The Service Officer attended a Veteran's Organizational meeting and a meeting to plan a Veteran's Day ceremony. The Officer continues to meet with Veterans to assist with their needs.

## Special Recognition Highlights



**ATTEND THE  
FILM PREMIERE!**

# **GOLD FEVER & the BECHTLER MINT**

**See the first screening of the  
UNC-TV documentary filmed in  
Rutherford County.**

**September 29, 7 p.m.**

**R-S Central H. S. Auditorium**

**Admission is free.**

**The story of Christopher Bechtler's  
Mint during the North Carolina  
gold rush of the 1830s.**



**The Rutherfordton 225th Anniversary & The Bechtler Documentary Committees**

**KUDOS** to Rhonda Owens and the IT staff for

289 N. Main Street, Rutherfordton, NC 28139 ♦ 828-287-6045 ♦ 828-287-6262 (FAX)  
[www.rutherfordcountync.gov](http://www.rutherfordcountync.gov)

getting everything ready for the Bechtler Press. Fiber, cameras, and power. Staff accomplished this in less than a week (normally would take a month or two) Great job!!!

Thank you to everyone who came out to support Relay. The event was a success and a lot of fun. We will soon start planning for next year's Relay, if you are interested in helping, let us know.

